

ROUTING AND TRANSMITTAL SLIP			Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. <i>ED/DOA</i>		<i>[Signature]</i>	14 JUL 1982
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

*B.A. - Pls send  
cc to zone 4. I  
my telephone contact  
with him. I hold for  
a couple of weeks  
tell me soon. I'll  
be back.*

*25 July*

*16 JUL 1982*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

# **EXECUTIVE SECRETARIAT**

## **Routing Slip**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
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22					

**SUSPENSE** \_\_\_\_\_  
Date

Remarks:

3637 (10-81)

Executive Secretary  
7/13/82  
Date

STAT



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

Executive Registry  
82-1783

DD/A Registry  
82-1347/1

JUL 8 1982

MEMORANDUM TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: David A. Stockman *DAS*  
SUBJECT: Appointment of Procurement Executives

Executive Order 12352 of March 17, 1982, identifies a number of major initiatives aimed at improving Federal procurement. Among these initiatives is the requirement for all agency heads to designate a Procurement Executive with agency-wide responsibility to oversee development of procurement systems, evaluate system performance in accordance with approved criteria, enhance career management of the procurement work force, and certify to the agency head that procurement systems meet approved criteria.

In order to facilitate agency action on this initiative, an interagency task group has developed a model charter which identifies the appropriate placement of the Procurement Executive within an agency's organizational structure, sets out primary duties and responsibilities, and lists functions appropriate for delegation to subordinate procurement organization heads and contracting officers. The model charter is intended as a guide and may be adopted or modified to the extent necessary so long as it is consistent with the purpose and scope of the Executive Order. A copy of the model charter is attached.

It is requested that all agencies that have not already designated a Procurement Executive do so within 60 days of receipt of this memorandum. The name of the individual designated, together with his/her organizational placement, duties, and responsibilities, should be forwarded to Donald E. Sowle, Administrator, Office of Federal Procurement Policy, Office of Management and Budget, Washington, DC 20503.

Attachment